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MEMORANDUM FOR: Committee on Documentation, USIB (CODIB)

FROM: CODIB Task Team IX, ADP Systems Library

SUBJECT: Submission of Final Report

1. Submitted herewith is the Final Report of Task Team IX (TT IX) for CODIB consideration and approval. The report has one attachment which is the draft, as approved by TT IX, of the recommended USIB Instruction Manual for Submission of Entries for the Intelligence ADP File and Program Catalog.

2. The Final Report covers TT IX's recommended concept of the USIB ADP systems catalogs, the content of the catalogs, frequency of reporting and updating, and publication of the catalog by DIA on behalf of USIB. TT IX has held fourteen meetings, October 1964 through May 1965 with many re-drafts between meetings to resolve differences. A combined total of approximately 700 manhours has been expended by the Task Team and supporting personnel (not counting CSS personnel).

3. The Task Team has been composed of representatives from CIA, DIA, NSA, and the AF (AFNINB), with STATE furnishing one "observer." Mr. Robert M. Landau of the CODIB Support Staff served as Secretary. Army (ACSI) and Navy (ONI) were unable to provide representation. This was of less significance than originally envisaged because, as explained in the attached report, the Task Team is, in essence, recommending to CODIB a subset of the larger DIA-DoD intelligence ADP catalog for which DIA has already obtained Army and Navy concurrences. The observer from STATE has indicated that his status is mainly derived from the fact that STATE has

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nothing to contribute to the USIB ADP Library (or Catalog); it would, therefore, be inappropriate for STATE to try to influence TT IX's deliberations. Be this as it may, the question still remains whether STATE intends to abstain from reporting to the catalog even though at a future date the Department might develop and operate specific intelligence ADP projects. This question also applies to AEC and FBI even though they have not been represented on TT IX. The Task Team feels that the answer to this question can be obtained best through CODIB with its full USIB agency-representation.

4. As noted in the attached Final Report, three items remain temporarily unresolved because of work still in progress by other groups. The first refers to Appendix 2 of the attachment, "Interim Unit Identification Code (UIC)." A new DoD UIC is currently being prepared under the chairmanship of the office, ASD (COMPTROLLER). This new UIC is expected to be published by JCS during the second half of 1965. The second item refers to Appendix 6 of the attachment, "Intelligence Activity Codes." The codes now found in Appendix 6 will be replaced by the Content Control scheme being developed by CODIB Task Team I when this new scheme is published and approved. The third item refers to DIA's publication of the ADP catalogs. A final DIA decision on how to publish them has not yet been made, but whatever decision is made on behalf of USIB will, of course, be coordinated with USIB member agencies. TT IX recommends that these three remaining tasks be monitored by, or corrdinated with, CODIB through the CODIB Support Staff. The Task Team feels that these three unresolved items are of an administrative nature which should not delay the submission of the Final Report.

5. The Final Report includes content lists for File Description and Program Description, and their associated indicators for "mandatory"

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and "optional" reporting items for non-DoD USIB agencies, all items being mandatory for DoD agencies. These mandatory USIB items represent the extent to which all members of TT IX could agree.

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Chairman, CODIB Task Team IX, ADPS Systems Library

Task Team Members:

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Lt. Col. Robert R. McAnaw, AF (AFNINB)

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T/IX/R-1
13 May 1965

U N II T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

Task Team IX - ADP Systems Library

FINAL REPORT

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Concept of the ADP Library

1. The content list below is the result of efforts to resolve differences between Task Team IX agency representatives. The differences have stemmed largely from opposing views of what use the ADP catalog should serve. To DIA, it has a two-fold purpose: to serve as a DIA aid in its worldwide DoD intelligence ADP management function as well as to serve as a general USIB and DoD information register of what ADP intelligence files, programs and associated equipment are available and are under development. With these considerations in mind, DIA, in response to DoD Directive No. 5100.40, dated 28 September 1963* developed a draft of DIA Instruction No. 65-: ADPS, Submission of Entries For the ADP Program And File Catalog. In submitting this draft to TT IX, DIA desired to incorporate TT IX's recommendations in the DIA Instruction cited.

2. From the beginning, it became evident that CIA and NSA Task Team members took exception to DIA's concept of the use of the catalog as far as concerns overall USIB interests because to non-DoD USIB agencies the catalog would not be a management tool, but, rather, a general information catalog. Such a catalog need not contain all the reporting details established in the DIA-DoD draft. In fact, all that is essential to USIB is information that an ADP file exists, or an ADP program of given function and its related equipment; a brief description

* Responsibilities for the Administration of Automatic Data Processing Equipment Program.

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or abstract; and the name of the operating agency. Additional details were in the category of "nice to have," although all agreed that for management purposes, DIA needed more details beyond the minimum proposed for a general information catalog. Nevertheless, no matter how many details are given in a catalog, a prospective user of a file or a program must contact the operating agency for additional details to determine their applicability. There was considerable support for this viewpoint both from inter-government agency studies on the subject and from USIB. The basic USIB directive which prompted the work of TT IX (USIB-S-13.1/4, 24 May 1963 approved by memorandum USIB-M-276, item 3, dated 26 June 1963) contained nine reporting items on ADP programs and equipment (or 13 items if broken down into sub-categories) compared with 22 in the DIA draft.

3. The solution to these divergent viewpoints was found in determining what reporting items in the DIA draft instruction should be mandatory for all USIB agencies. The remaining balance of the items in the DIA draft would be optional reporting items for non-DoD USIB agencies. The proposed USIB instruction manual submitted with this report (Attachment 1) indicates mandatory USIB reporting items by an asterisk in the left margin preceding the item identification. Items not so prefixed are optional (even though they are mandatory for DoD intelligence agencies). The reason why both "mandatory" and "optional" reporting items are included is that in some cases the NSA representative on TT IX, agreeing with the DIA and AF representative, indicated the validity or usefulness of certain optional reporting items, such as the approximate number of logical records in an ADP file, and its estimated annual growth rate. With the inclusion of optional reporting items, some

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non-DoD USIB agencies may, therefore -- at times at least -- include information under these items. Another reason for including optional items is that the USIB users of the catalog are entitled to know the total catalog coverage as maintained by DIA. As seen from the above, the solution of the reporting entries as offered to CODIB by TT IX is to make the overall USIB reporting entries a subset of the larger DIA-DoD intelligence ADP catalog.

4. Since DIA was requested by USIB (in document cited in paragraph 2 above) to maintain the ADP catalog for the whole intelligence community, TT IX agreed to accept the format as developed by DIA for submission of inputs to the catalog. DIA's recommendation that all inputs to DIA were to be submitted in form of 80-column punched cards was also accepted at the outset of TT IX's work. The proposed USIB instruction manual submitted as Attachment 1 is, therefore, compatible with the DIA Instruction No. 65-, cited in paragraph 1 above, the only differences being the insertion of asterisks for "mandatory" USIB reporting items, explained above, a change of reporting up-dating items to DIA by non-DoD USIB agencies to biannually instead of quarterly for DoD agencies, and a slightly different space-saving editorial arrangement of the instructions.

5. Reporting Lists:

The two lists of reporting entries for File Description and for Program Description are as follows:

a. File Description

* (1) Unit Identification Code, or Agency

* (2) File Identifier (a code assigned by the file custodian)

* (3) Format Identifier

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* (4) Security Classification of this Card

* (5) Dissemination Restriction for the Card

* (6) Descriptive Title of the File

* (7) Countries or geographical areas covered by the file (use country codes as given in DIA Instruction 65-6A plus "ZZ" for worldwide)

* (8) File Security Classification

* (9) File Dissemination Restrictions

*(10) Intelligence Activity Supported by the File

*(11) Date of this Description:

Year
Month

* (12) Date File became Automated

* (13) Earliest Date of Information in File:

Year
Month

* (14) File Currency:

(a) Active Files

1 Update Cycle (Daily, weekly, monthly, etc.)

2 Currency Indication (lag time between the latest date of information in the file and the actual date the file was updated: Hours, days, months, etc.)

* (15) Storage Medium (Cards, paper tape, magnetic tape, disc, drum)

* (16) Recording Mode (Binary, Binary Coded Decimal, Mixed)

* (17) Narrative description of the use of the file (abstract)

(18) Approximate Number of Logical Records in File

(19) Size of Logical Records

(20) Tape Block (If this file is on magnetic tape, give

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a. File Description - continued

(20) - continued
the size of a tape block expressed in alphanumeric characters. If the block can be variable length, give maximum size)

(21) Estimated Annual Growth Rate, expressed in number of logical records

(22) Date File will become Automated (this was part of item indicated in paragraph 5 a. (12) above, but not accepted as mandatory)

(23) File Currency (this was part of item indicated in paragraph 5 a. (14) above, subparagraph (b), but not accepted as mandatory):

(b) Inactive Files (latest date of information in this file):

Year
Month

(24) File Dependency

(25) Computer make and model, or PCM

(26) Record Type (fixed length, variable length, mixed)

(27) File Order (random, sequential, mixed)

(28) File Source (locally generated, duplicate or derivative, mixed)

(29) Exchange Count (Number of other organizations who receive or have received copies of this file)

(30) Abstract: Substantive Date Elements in the File (for any file containing over 100 data elements, the data elements should be grouped into their next larger category for substantive naming)

(31) Abstract: Identification of those programs used to process the file.

b. Program Description

* (1) Unit Identification Code (or Agency)

* (2) Program Identifier (Identifying code assigned by the program custodian)

* (3) Format Identification (Use RDP80B01139A000500350005-6 12)

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* (4) Security Classification of this Card

* (5) Dissemination Restriction for this Card

* (6) Security Classification of Program

* (7) Dissemination Restrictions of Program

* (8) Descriptive Program Title

* (9) Program Status (Operational)

* (10) Date of Program (Date program was operational):

Year
Month

* (11) Program Language

* (12) Software Dependency

* (13) Coded Computer Make and Model

* (14) Minimum Set of Equipment and Special Features Required to Run this Program

* (15) Abstract Describing the Program

(16) Program Status (Design) -- This was part of item indicated in paragraph 5. b. (9) above, but not accepted as mandatory.

(17) Documentation Status

(18) Date of Program (Date program will be operational) -- This was part of item indicated in paragraph 5. b. (10) above, but not accepted as mandatory

(19) Run Frequency (Daily, weekly, monthly, quarterly, semiannually, etc.)

(20) Program Size (Approximate number of core locations required by the program)

(21) Date of this Program Description:

Year
Month

(22) Exchange Count (number of other organizations who have received copies of this program)

Note: The ordering of the items above is arranged for convenience in evaluating TT IX's accepted "mandatory" and "optional" reporting

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entries. As such, it is quite different from the ordering in Enclosure 1 which is arranged by card formats, four each for File and for Program descriptions.

6. As seen from the above list, of the 31 reporting entries contained in the DIA draft instruction for File Description, 17 have been accepted as mandatory USIB reporting entries. Some of the Task Team members would have preferred to add four more, item 5 a. (18), (19), (20) and (21) but they are left as "optional" because of lack of agreement by all members. Of the 22 reporting entries in the Program Description, 15 have been accepted as mandatory USIB reporting entries.

Explanation Remarks

7. The mandatory reporting entries above include all except one of the "System Description" contained in the USIB document cited in paragraph 4 above. This was the item referring to "(g) Detailed information on interface with supporting communications facilities or systems." The only known interface systems now in use within DoD are the AUTOVON (Automatic Voice Network) and AUTODIN (Automatic Digital Data Network)* both operated by the Defense Communications Agency (DCA) for the Defense Communications System (DCS). While some experimental tests are being undertaken by DCA for Intelligence applications, security hazards make the system unacceptable at present for the higher levels of classified information. TT IX, therefore, believes that this subject should not be included as a reporting item at this time.

8. A few explanatory remarks concerning some of the appendices to the USIB Instruction Manual (Attachment 1) are pertinent here. Appendices 2 through 6 of Attachment 1 refer to codes to be used in filling out card formats as explained in Appendix 1.

*Instruction Manual: JANAP 128, dated 1 July 1964, and its companion manual ACP (Allied Communications Program) 128, US SUPP (1).

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a. Appendix 2, "Interim Unit Identification Codes (UIC)," will be replaced in 1965 by a new DoD UIC which will probably be a six-digit code referring to all defense units. It will be published in JCS PUB 7. The current work on this code is under the chairmanship of Mr. John W. Bullock (x78632) of the ASD (Comptroller). If codes are not assigned to CIA, NSA, STATE, AEC, and FBI in this new DoD UIC, the CODIB Support Staff should provide for their inclusion in the future revision of Appendix 2.

b. Appendix 6 contains a list of Intelligence Activity Codes. Table I gives a two-letter code for Primary Subject Content, Table II, a one-letter code for Primary Activity Supported. These two tables have been developed by DIA as a general list of DoD intelligence activities. As such, it is realized that the two tables are not reflecting USIB overall intelligence activities. However, rather than revising the DIA list, TT IX recommends replacement of Appendix by the Content Control "scheme" now being developed by CODIB Task Team I when this new scheme is published and approved.

9. The DIA Instruction 65-, mentioned above, requests reporting on existing and projected (developmental) ADP files (paragraph 5. a. (12) and (22) above), and the same for ADP Programs (paragraph 7. b. (10) and (16) above). Since DIA will use the ADP catalog partly as a management tool, DIA requests DoD agencies to submit quarterly reports for purpose of up-dating the catalog. TT IX, however, accepts reporting on developmental ADP projects only as "optional". It is, therefore, believed that biannual up-dating reports are sufficient for non-DoD USIB agencies, the reporting cycle to coninicide with two of the

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quarterly DoD dates.

Publication of the ADP Catalog

10. The method of publishing and disseminating the catalog has been discussed rather briefly ty TT IX mainly because the security restrictions involved are obvious to all USIB agencies. It was, therefore, felt that DIA's judgment on methods of publishing the catalog would satisfy all authorized user requirements from a security standpoint; no specific TT IX recommendation was needed.

11. How the catalog will be published by DIA within the various security restrictions will probably have to be determined in the light of experience from user needs. For obvious reasons, both the File Description and the Program Description will have to be published in at least three volumes each, provided security classifications of report submissions to DIA so indicate: One volume for SI (SSO controlled), one for SAO controlled, and one for TOP SECRET and below (or whatever the highest classification of total report contributions indicate). The USIB directive, cited in paragraph3, above, requests that all contributions to the catalog be held at the lowest possible classification. Hopefully, therefore, most contributions will be classified CONFIDENTIAL, or UNCLASSIFIED (perhaps with the addition of FOR OFFICIAL USE ONLY.)

12. This raises the question whether a fourth volume for each of the two catalog descriptions is desirable, this being classified CONFIDENTIAL. Such a classification of one volume has several advantages. It would make it possible to disseminate the bulk of information to a large user group. It would simplify the security review of SECRET and TOP SECRET material, and it would reduce the administrative work in preparing and handling special couriers

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service, and special safes and document control procedures. A final DIA decision on how to publish the catalogs has not yet been made (as of this writing, 12 May 1965), but whatever decision is made on behalf of USIB, it will, of course, be coordinated with member agencies. TT IX recommends that this coordination be effected by DIA with CODIB through the CODIB Support Staff.

Cost of Maintaining the USIB ADP Catalog

13. The Chairman of CODIB has asked that "all proposals by task teams should include estimated costs not only in dollars but also in terms of effort and manpower (CODIB Minutes of the 62nd Meeting, 4 May 1965, paragraph 5,b.). Such an estimate cannot be provided at this time since it is not known how many report submissions will be produced. Nor can DIA at this time provide a realistic estimate of the computer time and related services required for the ADP catalogs.

14. Appendix 1 of the attachment contains two prototypes of inputs to and outputs from File Description and Program Description. NSA prepared these prototypes. After the input analyst had become familiar with the input formats involved, it took him about 8 hours to complete the two input formats, or four hours for each. About 15 minutes were expended in punching the cards for two formats. These prototypes include both mandatory and optional reporting items. The time expended by non-DoD USIB agencies, reporting only on mandatory items, will, therefore, be about two hours for each report. This may be used as a general estimate of the manhours required for preparing input forms for each ADP file or program for which reports are submitted.

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